



Site Manager

Starting Salary:

Salary scale 6: £24,982 - £27,041

Contract Details:

Permanent, full time (52 weeks)
Split shifts required in term time

Closing Date:

Wednesday 30th June 2021



Letter from the Head of School

Dear Applicant,

Thank you for your interest in joining Victoria Primary School's dedicated and supportive staff team. The Site Manager is a critical role in our school, working with high levels of independence to ensure that our site, building and facilities are safe for staff, pupils and visitors as well as a fit environment for the excellent education our children receive.

Victoria Primary School is an inner city academy situated in The Meadows area of Nottingham, conveniently located on the city's tram network and just over 1 mile from both Nottingham Railway Station and the A52 trunk road, giving easy access from within and beyond Nottingham city. In September 2021, the school will accommodate 345 primary pupils and 26 in Nursery.

The ethos of the school is centred upon the motto "Work hard – Be kind". This motto epitomises the entire staffs' genuine commitment to coupling high academic expectation and achievement with a whole-team dedication to pupils' spiritual, moral, social and cultural development.

It also applies equally to every member of our staff team. Together, all members of staff "work hard", improving ourselves and fulfilling our duties to the best of our abilities to give our children the school that they deserve. Every single employee is expected to work in a "kind" way, demonstrating the power of positive care and attention to children both directly and through our interactions with each other.

In this way, the Site Manager in a school is more than simply "a person managing a site", they are part of the education that children receive, a role model and a contribution to the next generation.

Our school leaders believe that Victoria Primary School is a place of professional learning where the development of staff is the key to securing the best outcomes for our learners. Staff appraisal systems are built upon the premise that applied continuous professional development and learning is the marker of career progression. Our new Site Manager can expect to receive the training and development that they need, including specialist training and regular networking with other school site managers and caretakers from across the Nova Education Trust.

The staff team is made up of dedicated and highly skilled professionals. Our Education Team consists of class teachers and teaching assistants who are focused on excellence in teaching and learning. A Pastoral Team consisting of SENCO, special needs care assistants, family support worker, counsellor, trauma & attachment assistant and an NHS mental health practitioner, support the Education Team in ensuring that children are ready to learn.

Ensuring the smooth running of the school, an Office Manager takes responsibility for our finances, human resources and administrative staff, alongside the Site Manager who works directly to maintain all aspects of the school site, as well as managing our subcontracted cleaning team and liaising with the numerous contractors who supply specialist services to us. In addition, a team of midday supervisors support teaching assistants in caring for the children at lunchtime, when cooked meals are served from our on-site kitchen under the separate management of an external catering company. An Executive Head Teacher from our Trust supports the school Senior Leadership Team, consisting the Head of School, Deputy Head, and two Assistant Heads, all of whom facilitate our comprehensive CPDL programme as well as providing cover teaching across school.

The school grounds consist of a recently modernised 1960s brick constructed building housing teaching classrooms, our Nursery, specialist SEN provision, traditional school hall, kitchen and ICT



Suite; two 21st century built teaching blocks housing further teaching classrooms and open plan classrooms for our youngest learners, a sports hall; astroturf; play areas; forest schools area and allotment.

Victoria Primary School is a sponsored academy, operated by the Nova Education Trust. Nova is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust is committed to providing high quality education to all pupils, regardless of their backgrounds. The Trust has core values which are central to developing a positive ethos throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities. For all staff, pupils and the wider community, the Trust promotes trust, integrity, mutual respect, empathy and self-improvement. The Nova Education Trust believes that nothing is more important than making a difference to children.

Visits to our school are encouraged and warmly welcomed by appointment. We very much hope that after finding out more about the school that you will feel encouraged to join our dedicated and supportive team.

I look forward to receiving your application by 12.00 midday on Wednesday 30th June 2021 through the online form detailed below.

Mr Russell Gray
MA (Cantab), PGCE, PGDip, NPQEL

Head of School



Application Details

How to Apply

Should you wish to apply for the post, please complete an online application form and include a covering letter addressed to Mr Gray, which clearly demonstrates your suitability for this role. You should use the job description and person specification found later in the pack to help you with this.

The online application form for this role is located on the current vacancies page of the school website www.victoriaprimarieschool.org.uk . Wherever possible, please provide email addresses for your referees.

Equal Opportunities

All posts in schools, unless stated otherwise, are suitable for a job share arrangement. The Trust welcomes applications from all, irrespective age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships

Closing Date

Please ensure your application arrives by 12.00 midday on the closing date of Tuesday 30th June 2021.

Interview:

Interviews for the role will be held in the week following the closing date.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Victoria Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. All posts in Nova Education Trust schools are subject to an enhanced Disclosure and Barring Service check.



Job Description – Site Manager (Scale 6)

Reports to: Head of School and Executive Headteacher

Hours of Work

Full time, 37 hours per week

Term time working requires a shift pattern that supports cover from 6.00am to 10.00am and 2.30pm to 6.00pm (5.30pm on Fridays). Additional overtime may be required on an ad-hoc basis to provide cover for school events and lettings. There is an expectation that the role will require some office function but is primarily operational.

All year round, 52 weeks.

Key purpose of the job

- Ensuring delivery of a safe and well-maintained school site.
- Working closely with the Senior Leadership Team and other support staff to ensure the school environment provides the best possible support for teaching and learning activity.
- Ensuring all legal and statutory certification is in place as directed by the law and best practice certification as directed by the Nova Education Trust.

Responsibilities

Generic Requirements

- It is a requirement of all posts within the Academy that Health and Safety requirements are upheld in the performance of duties.
- All employees of the Academy are required to uphold the Equality and Diversity Policy and the Academy's Code of Conduct.
- All staff will ensure the safeguarding of young people through the implementation of Child Protection and other relevant safeguarding policies.
- Comply with the policies and procedures of the organisation and wider trust.
- Attend training and networking meetings as required by the Trust or school Senior Leadership Team.

The role falls into two main responsibility areas:

1) Health and Safety Management

This area requires the post holder to lead and manage the day to day running of the school site in full compliance with the legal and statutory requirements pertaining to Health and Safety and Fire Safety management. This includes, but is not limited to:



- Acting as the School's Health and Safety Coordinator and Fire Officer.
- Ensuring the health & safety policy is up to date, available and clearly communicated to all employees to assist staff with the discharge of their responsibilities.
- Enabling consultation with employees and pupils regarding Health and Safety issues.
- Using the Nova Education Trust (The Trust) Estates Portal to ensure that all regular Health and Safety and Fire checks are undertaken and recorded in a timely manner.
- Using the Estates Portal to ensure that all statutory certifications and checks are up to date, recorded and actioned.
- Identifying hazards and providing formal risk assessments as required
- Managing and monitoring contractors to ensure safe implementation including compliance with H&S and safeguarding requirements
- Working closely with the designated Health & Safety Governor.
- Working with line manager, Trust Head of Estates and Trust Director of Operations to review and work within the scope of Health and Safety risk assessments, ensuring safe working by self and contractors on site and ensuring the safety of others who may be affected by activities carried out on the site.
- Responsibility for arranging testing, and maintaining records to meet statutory regulations including, but not limited to, Portable Appliance Testing, legionella, asbestos, emergency lighting and fire checks.
- Ensuring supplies are maintained on site, correctly stored and used in line with Health and Safety requirements.
- Responding to out-of-hours call outs.

2) Site and Operations Management

This area requires the post holder to ensure the smooth running of the site and its primary educational function through managing and undertaking security, caretaking, cleaning and maintenance duties. This includes, but is not limited to:

- Ensuring the security of premises and grounds including through opening and locking up, responding to alarms and, if necessary, making the building secure in emergency situations out of hours.
- Responsibility for ensuring an effective and efficient caretaking, cleaning and maintenance service is delivered across whole school.
- Being the designated point of contact for subcontracted cleaning staff and their company line manager / link officer.
- Undertaking cleaning duties including glass and windows; removing graffiti; line managing the cleaning team as needed (where services are outsourced) to ensure that all areas, including classrooms, toilets, corridors and halls, are clean and tidy at all times.
- Ensuring external grounds are kept clean, tidy and safe including emptying litter bins, cleaning drains, clearing fallen leaves, salting hard surfaces and moving snow as required.
- Carrying out caretaking and manual handling duties as required to ensure the needs of the school are met including, for example, moving deliveries, furniture, equipment and setting out learning spaces around the building.



- Ensuring the ongoing maintenance of plant equipment, heating, air management and other key systems, and ensuring boilers and other key related equipment are serviced and maintained in accordance with regulations and Trust requirements.
- Completing, or as appropriate overseeing, minor building works, including obtaining quotes where needed, agreeing budget with the Trust Head of Estates and school-based line manager.
- Planning and delivering (as agreed with the Trust Head of Estates and school-based line manager) proactive and reactive maintenance supporting repair, renewal and improvement of the premises.
- Managing the purchase and installation of furniture and fittings.
- Assisting with the procurement of services as agreed with the Trust Head of Estates and school line manager, including maintenance contracts and small works, ensuring best value and compliance with financial regulations.
- Being available to attend in the evenings or weekends when necessary for extra-school activities or to ensure the safety and security of the site.

This job description is not a complete description of the role. The post holder is required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the Head of School or Executive Headteacher.



PERSON SPECIFICATION: Site Manager		Essential/ Desirable
QUALIFICATIONS		
NVQ Facilities Management Level 3 or similar		D
GCSE English and Mathematics Grade A* to D / 4 to 9		E
Relevant health and safety training, eg Health and Safety for School Site Managers, Asbestos Management, Fire Officer, etc or relevant trade qualifications		D
Evidence of applying learning in a work context		E
EXPERIENCE		
2 years' experience of a similar role		E
Experience of working in a context serving the needs of children / young people		D
Experience of leading / supervising colleagues		D
Understanding of health and safety, buildings systems and maintenance		E
ABILITIES, SKILLS and KNOWLEDGE		
Practical, hands-on maintenance skills		E
Able to plan and prioritise own workload		E
Able to work in a team through good communication and interpersonal skills		E
Ability to use initiative and work with minimum supervision at times		E
IT skills - the successful candidate will need to work with a building management system, and communicate effectively using email		E
Ability to undertake manual handling tasks and to work at height both safely and within regulations		D
Ability to undertake repairs, painting and decorating tasks to a good standard		E
Ability to maintain records		E
Understanding of and ability to work with Health and Safety regulations and best practice - ability to undertake simple H&S risk assessments and manage H&S risks with legislation knowledge and COSHH		D
PERSONAL QUALITIES		
A firm belief that education in its widest sense is 'the answer'		E
Dedicated to the development of our school as a centre of excellence		E
Resilient in the face of change and willing to embrace innovation and creativity		E
Commitment to a collaborative approach and a willingness to help others		E
Unerringly customer focused and genuinely positive		E
Commitment to safeguarding pupils, diversity and equal opportunities		E
A desire to keep up to date with current thinking about school site management		E



NOTES
<p>The above details will be evidenced by a variety of means including:</p> <ul style="list-style-type: none">Application FormLetter of ApplicationReferencesInterview